

## How to Apply for a Marriage License

Both in-state and out-of-state residents may apply at **any**  
Town/City Clerk's Office to be married in the State of New Hampshire!

- ❑ To apply for a marriage license, both parties must appear at the **same time** in the office. Otherwise an application **cannot** be completed.
- ❑ **Valid** picture identification is required upon time of application.
- ❑ The filing fee is \$45.00 (Effective July 1, 2011) payable at the time of application filing.
- ❑ The license is valid for ninety days from the date you apply. There is no longer a waiting period, and the license may be used the same day.
- ❑ If either party was married previously, the following must be presented, as applicable:
  - DIVORCE: A **certified copy** of the FINAL DIVORCE DECREE, which must include a **raised seal** on the document.
  - DEATH: A **certified copy** of the death certificate.
- ❑ The Newmarket Town Clerk is a Justice of the Peace and is willing to act as a marriage officiant and perform a brief "legal" civil marriage ceremony at the Town Hall. There is a \$25.00 facility fee payable to the Town of Newmarket. **Please call in advance** to schedule a time.

### Application Hours are:

**Monday, Tuesday & Thursday from 7:00 a.m. – 4:30\* p.m.**

**Wednesday 7:00 am – 6:30\* p.m.**

*\* PLEASE NOTE: The office closes 30 minutes after the stated time, but because the marriage application process may take up to 30 minutes, we ask that you come no later than the time listed above.*

**If you have any questions regarding this process, please contact our  
office before appearing to complete the application.**